

CITY OF NEW ORLEANS
Taxicab and For Hire Vehicle Bureau
CPNC Transfer Checklist

CPNC Transferor _____ CPNC# _____

Transferee _____

Documents	Received/Completed By	Date
CPNC Transfer Application		
Certification Page (Notarized)		
Current CPNC Renewal		
Transferor Information Verified		
Valid State (LA) License or Official Identification from both the Transferee and the Transferor (must be present)		
Proof of U. S. Citizenship or Permanent Resident Card		
Proof of 6 Months Residency		
Consent Form		
Company Letter (Original)		
The Name is Equivalent on all Documents		
Name Change Document (If Applicable) (Court Document, Marriage Certificate, etc.)		
Federal Background		
Drug Test		
Occupational License		
Articles of Incorporation/ Articles of Organization (If Applicable)		
Secretary of State		
Vehicle Registration		
Proof of insurance -Certificate of Liability Insurance (CLI) or Declaration Page		
CPNC Transfer Special Inspection Form		
Certified Copy of binding Agreement to Transfer CPNC and Vehicle.		
Transfer Fee: \$350.00 Inspection fee: \$50.00 (plus any late fees)		
Transfer Accepted By:		
Entered in LAMA		
Approval of Deputy Director		
Certificate Issued By:		

***All partners or principal officers of the organization and the person actually exercising the executive direction of the organization shall be required to submit application individually.**